



COMMERCIAL APPRAISAL MANAGER (Program Manager II)

Department of Assessment and GIS

The recruitment will remain open until sufficient applications from qualified candidates are received.

THE JOB

Manages the activities and operations of the County's commercial/industrial, special assessment, and personal property appraisal and assessment functions. Evaluates economic issues affecting property values and applies knowledge of property tax administration, the three fundamental methods of valuing real estate (market, cost, income), and methods for valuing production machinery & equipment such as the trended investment cost approach. Supervises and directs assigned appraisal staff in accomplishment of the work. Schedules work, develops training, prepares performance evaluations, and works with staff to improve performance. Makes recommendations for hire, promotion, or corrective action. Prepares appraisal reports and reviews. Collaborates with the Residential Appraisal Manager to develop productivity standards for the appraisal unit. Develops long and short term goals, evaluates procedures, explores appraisal approaches, and contributes to department planning and policy implementation. Works closely with staff, division managers, County officials, and the public. Receives administrative direction from the Chief Deputy Assessor and/or the elected Assessor.

CANDIDATE PROFILE AND QUALIFICATIONS

This position requires a Bachelor's degree (*or equivalent experience*) in business, appraisal, or a related field and at least five years experience in a diversified appraisal environment with two years experience in fair market value appraisal on commercial and industrial properties. Significant experience in projects and staff management is highly desirable. Key skills and attributes will include:

- Skills to build teams and foster team work among staff
- Ability to work collaboratively to develop, establish and implement policies, procedures, and goals
- Certification as a residential, commercial, industrial, and personal property appraiser is desirable
- Proficiency in the use of personal computers and database, spreadsheet, and word processing programs and knowledge of computer assisted appraisal processes

Knowledge of: operational characteristics of an assessment program; real estate appraisal laws and regulations; advanced principles and practices of real and personal property appraisal; economic, environmental and related factors involved in the valuation; principles of supervision, training and performance evaluation; modern office procedures and methods. *Ability to:* manage, direct and coordinate the work of staff; analyze problems and identify and implement solutions; research, analyze, and evaluate new service delivery methods, procedures, and techniques; clearly explain appraisal and assessment methods and determinations; communicate effectively verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

SALARY RANGE AND BENEFITS

The salary range is \$4,787 - \$6,766 per month. It is the general policy of the County to start employees in the lower or middle sections of the salary range. Clark County offers a generous benefits package including County-paid medical insurance, dental insurance, long term disability insurance, and life insurance equal to annual salary (up to \$50K). Employees participate in the Washington State Public Employees' Retirement Plan and may participate in a deferred compensation program (457 plan).

SELECTION PROCESS

1. Application Review: (Pass/Fail) – All applicants must complete a Clark County application and submit it to the Human Resources department by 5:00 p.m. on the closing date. Incomplete applications will not pass the application review. Candidates deemed most qualified will be invited to participate in the remainder of the selection process.
2. Supplemental Application: (Pass/Fail) – In addition to the Clark County application, applicants must complete and submit the supplemental application. Please see the attached document entitled Supplemental Application Questions. Applicants who do not have the supplemental materials will not pass the application review. Candidates deemed most qualified will be invited to participate in the remainder of the selection process.
3. Written Exam: (Optional) Dependent upon applications received, the County may include a written test as part of the hiring process. If included, the written exam weight will be 40% and the oral interview weight 60%.
4. Oral Interview: (Weighted 100% without the optional written test) - The interview will be job related and may include, but not be limited to, the qualifications outlined in the job announcement.

REQUEST AND/OR SUBMIT APPLICATION MATERIALS TO:

To apply, all application materials must be submitted by 5:00 p.m. on the filing date listed on the front of the recruitment announcement. **POSTMARKS ARE NOT ACCEPTED.** A Clark County application is required unless otherwise noted and supplemental materials (i.e., answers to supplemental questions, cover letter, etc.) may be required and must be submitted with the application. **Please read application materials thoroughly to determine application requirements.**

**Clark County Human Resources Department
1300 Franklin Street - 5th Floor
PO Box 5000
Vancouver, WA 98666-5000**

**FAX (360) 397-2457 / TDD (360) 397-6032
JOB HOTLINE (360) 397-6018
E-MAIL HRADMIN@clark.wa.gov
INTERNET <http://www.clark.wa.gov>**

THE COUNTY

Clark County, Washington is a growing community with a population of approximately 328,000, including the City of Vancouver (population 132,000). Located minutes north of Portland, Oregon and with easy access to the Columbia Gorge, Cascade Mountains, and Washington and Oregon Coasts, the region offers abundant cultural and recreational opportunities. Clark County offers excellent livability and a relatively low cost of living. There is no state income tax.

EQUAL OPPORTUNITY EMPLOYER

Clark County is an equal opportunity employer and is committed to providing equal opportunity and access regardless of race, religion, creed, color, national origin, age, sex, disabled veteran status, veteran status, physical, mental or sensory disability. Women, minorities, veterans, and persons with disabilities are encouraged to apply. Clark County will provide reasonable accommodation for persons with disabilities during the selection process, if requested. Please notify Human Resources of the accommodation needed, preferably at the time of applying, but at least two days prior to the date needed.

IMMIGRATION LAW NOTICE

Only United States citizens and aliens lawfully authorized to work in the United States are eligible for employment. All new employees will be required to complete and sign an Employment Eligibility Verification form and present documentation verifying identity and employment eligibility.

NOTE: This announcement is intended as a general descriptive recruitment guide and is subject to change. It does not constitute either an expressed or implied contract.



COMMERICAL APPRAISAL MANAGER

Supplemental Application Questions

Posting #04-04-047

In addition to the application, please submit a narrative supplement describing your experience in the areas listed below. Completion of the narrative supplement is necessary and must be submitted with your application to Human Resources by the final filing date. **CANDIDATES WHO DO NOT COMPLETE THIS SUPPLEMENTAL APPLICATION WILL BE ELIMINATED FROM THE SELECTION PROCESS.**

Applications and supplemental responses will be evaluated on the basis of overall qualifications for the position: related *experience, knowledge, skills, and abilities*. Those candidates whose qualifications most closely match the position's needs will continue in the selection process. Be sure to answer all sections completely and accurately, describing specific and relevant examples from your background. Use additional sheets of paper if necessary.

MANAGEMENT / SUPERVISORY EXPERIENCE

- **Supervising and training professional staff.**
 - Explain your role in this function. Include key tasks performed.
 - Detail any experience developing and/or conducting training.
 - Briefly explain your process for technical review of appraisal reports.
- **Preparing and monitoring budgets.**
 - Describe any experience in preparing or monitoring budgets. Include information on your role in this process.
 - What experience, if any, do you have in public sector or governmental budgeting?

TECHNICAL EXPERIENCE

- **Conducting appraisals.**
 - Describe your experience conducting appraisals.
 - Include a brief list of recent appraisals you have completed. Specify complexity of the properties and the value ranges.
- **Communication skills.**
 - Describe any experience giving testimony or oral presentations related to appraisals.
 - Briefly explain any other experience speaking to business groups, government agencies, taxpayer organizations, etc.

CREDENTIALS

- List any professional designations, licenses, or certifications you've achieved related to the job.



proud past, promising future

Human Resources Department

1300 Franklin Street – 5th Floor/PO Box 5000

Vancouver, WA 98666-5000

PHONE (360) 397-2456 FAX (360) 397-2457

TDD (360) 397-6032

Email: hradmin@clark.wa.gov

WEB: www.clark.wa.gov

EMPLOYMENT APPLICATION

INSTRUCTIONS: TYPE OR LEGIBLY PRINT THIS APPLICATION USING DARK INK ONLY. APPLICATION SHOULD BE FILLED OUT IN ITS ENTIRETY. AN INCOMPLETE APPLICATION MAY DISQUALIFY YOU FROM FURTHER CONSIDERATION.

GENERAL INFORMATION

POSITION APPLYING FOR		POSTING#	Social Security # (Used for processing -Optional)	
Last Name		First Name	Middle Initial	
Address		City	State	Zip + Four
Home Phone ()	Work Phone ()	Cell Phone ()	Other ()	
Washington State labor laws restrict some employment from persons under 18 years old. Are you at least 18 years old? Yes [] No []		Are you legally eligible for employment in the United States? Yes [] No []		
Will you accept: [] Regular [] Temporary Will you accept: [] Full Time [] Part Time		Shifts you will accept: [] Day [] Evening [] Night [] Weekend		
Have you been convicted or released from prison within the last 10 years? Have you ever been convicted, pled guilty or no contest, or forfeited bond or bail for any crime other than traffic violations (do NOT list any conviction for which the date of conviction or prison release, whichever is more recent, is more than 10 years old)? Yes [] No [] If Yes, explain below. (A conviction record will not necessarily bar you from employment.)				
Date	Charge	Sentence	Remarks	

EDUCATION

Name of college, university, vocational school	Major	Full Years Completed	Degree Received Yes / No		Degree/Title	Credit Hours
Indicate any other trades, skills or licenses you possess related to the position. Include licensing state and expiration date.						

CLARK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

EMPLOYMENT HISTORY

List your applicable work experience, starting with most recent first, including self-employment, military service and volunteer work.

MOST RECENT POSITION

Employer:

Address:

Position:

No. of employees you supervised:

Supervisor:

Phone ()

Specific Duties:

Dates Employed:

From To

____/____/____

mm yy mm yy

Hours per Week _____

Final Salary _____

May we contact your current employer? Yes [☐] No [☐]

Reason for leaving or considering change:

OTHER EXPERIENCE

Employer:

Address:

Position:

No. of employees you supervised:

Supervisor:

Phone ()

Specific Duties:

Dates Employed:

From To

____/____/____

mm yy mm yy

Hours per Week _____

Final Salary _____

Reason for leaving:

OTHER EXPERIENCE

Employer:

Address:

Position:

No. of employees you supervised:

Supervisor:

Phone ()

Specific Duties:

Dates Employed:

From To

____/____/____

mm yy mm yy

Hours per Week _____

Final Salary _____

Reason for leaving:

Attach additional sheets if necessary to include all work history.

Be as complete as possible in outlining the duties of each position.

AGREEMENT, CERTIFICATION AND AUTHORIZATION

I hereby certify, under the penalty of perjury in the State of Washington, that this application contains no willful misrepresentation and that the information given is true and complete to the best of my knowledge and belief. I am aware that should an investigation at any time disclose any such misrepresentation or falsification, my application may be rejected, my name may be removed from consideration or I may be discharged from my employment.

I understand that this application is not intended to be a contract of employment. Many County positions are governed by collective bargaining agreements, which specify terms of employment. Employment for all positions not covered under collective bargaining agreements is "at will." This means that either party can terminate the employment relationship at any time, with or without cause or advance notice.

Signature is required at time of hire.

Signature of Applicant

Date

CLARK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE (OPTIONAL)

Clark County is an equal opportunity employer and is committed to providing equal opportunity and access regardless of race, religion, creed, color, national origin, age, sex, physical, mental or sensory disability, sexual orientation, disabled veteran or veteran status. For this purpose, we would appreciate you providing the information below. This is entirely voluntary and will remain CONFIDENTIAL. The information gathered herein will not be provided to supervisors, the appointing authority or other department employees. It will be used for monitoring and for federal reporting purposes only. We appreciate your assistance and cooperation in voluntarily providing this information and in assisting Clark County in ensuring equal employment opportunities for all applicants.

Position Applied For: _____ Posting No: _____

GENDER: Male ☐ Female ☐ **AGE OVER 40:** Yes ☐ No ☐

ETHNIC GROUP: If you are more than one race, please indicate one group only for record-keeping purposes.
[Ethnic group categories and definitions are as defined by and reported to the Federal Equal Employment Opportunity Commission.]

- ☐ *American Indian or Alaskan Native.* Tribal Affiliation: _____
☐ *Asian or Pacific Islander:*
☐ *Black (not of Hispanic origin):*
☐ *Hispanic:*
☐ *White (not of Hispanic origin):*

DISABLED: Yes ☐ No ☐

People with disabilities are persons with a permanent physical, mental, or sensory impairment, which substantially limits one or more major life activities.

VETERAN: Yes ☐ No ☐

DISABLED VETERAN: Yes ☐ No ☐

RECRUITING SOURCE

Please tell us how you heard about this position (select only one source):

Publications:

- ☐ The Columbian ☐ The Oregonian ☐ The Skanner ☐ El Latino de Hoy
☐ Seattle Times ☐ Asian Reporter ☐ Spokane Review ☐ The Olympian

Internet Sites:

- ☐ Columbian website ☐ Oregonian website ☐ Clark County Website ☐ Seattle Times website
☐ El Latino de Hoy website ☐ Other Internet/Website: _____

Other Sources:

- ☐ Job Hotline ☐ Job Interest Card ☐ Clark County Bulletin Board ☐ College/Career Center Referral
☐ Acquaintance/County Employee ☐ Other: _____